United States Commission on International Religious Freedom

Senior Congressional Relations Specialist

U.S. Commission on International Religious Freedom Washington, DC

\$65,000-\$85,000 per year (depending on qualifications and experience)

Closing Date

November 19, 2018

About USCIRF

The U.S. Commission on International Religious Freedom (USCIRF) is an independent, bipartisan federal Government advisory body that monitors the universal right to freedom of religion or belief abroad. USCIRF reviews the facts and circumstances of religious freedom violations and makes policy recommendations to the President, the Secretary of State, and Congress. USCIRF Commissioners are appointed by the President and the Congressional leadership of both political parties. More information about USCIRF is available at www.uscirf.gov.

USCIRF is an equal opportunity employer.

Job Summary

USCIRF is seeking a Senior Congressional Relations Specialist to assist USCIRF in designing and implementing strategies to promote priority issues. The Senior Congressional Relations Specialist will report directly to the Director of Congressional Affairs and Communications (CA&C). Primary responsibilities include working with Congressional offices; developing materials specific to USCIRF's mandate, including fact sheets and summaries of legislation; providing research on legislation and policy issues; and drafting letters, memos and other documents as requested.

Key Requirements

- U.S. Citizenship
- Resume and supporting documents (see *How to Apply*)
- Completion of a satisfactory background investigation
- Completion of a probationary period
- Selectee must be able to meet/maintain suitability and security requirements

Duties

Reporting to the Director of Congressional Affairs & Communications, the Senior Congressional Relations Specialist's primary responsibilities include:

- Attending and/or covering Congressional hearings and Hill events;
- Preparing and coordinating USCIRF hearings, briefings and special events;
- Drafting testimony, legislation, position papers, background reports, comparisons of laws and bills, and other relevant materials;

- Developing and maintaining relationships with Congressional offices and working
 effectively with these offices, including providing staff with information on a timely
 basis;
- Monitoring legislation and legislative activities;
- Researching legislation, Congressional voting records and policy issues; compiling backgrounders on Members of Congress Managing USCIRF's Congressional Calendar;
- Overseeing Congressional Affairs Interns;
- Editing USCIRF publications (policy papers, fact sheets, feature articles, special reports, etc.);
- Ensuring timely compiling of reports to CA&C Director, Executive Director, and Commissioners (Monthly Activities Reports, Commission Meeting Materials);
- Work closely with policy staff on congressional affairs related tasks; and
- Other duties as assigned by the Director of Congressional Affairs and Communications

Qualifications

- A minimum of a Bachelor's degree, along with at least four (4) years of substantive experience in relevant areas that demonstrate commensurate experience;
- Knowledge of international relations and foreign policy, with a primary focus on religious freedom or human rights;
- Experience working with or in Congressional offices on international relations or foreign policy;
- Extensive understanding of the legislative process and experience in analyzing and summarizing legislation;
- Ability to perform legal analysis and summarize the analysis;
- Experience in organizing and doing briefings, consultations, and other presentations;
- Ability to multi-task and work in a fast-paced setting and meeting deadlines;
- Ability to synthesize information from various sources;
- Ability to work both independently and as part of a team;
- Strong written and verbal communication skills;
- Attention to detail; and
- Exercise sound judgment and critical thinking.

How to Apply

To apply, candidates should email a cover letter, resume, three references, and a writing sample (no more than five pages) to:

jobs@uscirf.gov

USCIRF 732 N. Capitol Street, NW Suite A714 Washington, DC 20401 Fax: (202) 523-5020 Applications will be held in strict confidence. After submitting your application for this position, you will receive an e-mail confirming receipt of your application materials. USCIRF will contact you if we wish to schedule an interview or if we require additional information or references.

No calls please.

Evaluation of Applicants

This job is excepted from the competitive civil service. Applicants will be evaluated and deemed either eligible or ineligible based on the relevance and quality of their experience and education and on the desired qualifications described above.

Pursuant to section 204(c) of the International Religious Freedom Act of 1998, as amended, USCIRF staff members are hired "on the basis of professional and nonpartisan qualifications."

Benefits

USCIRF offers a comprehensive benefits package that includes, in part, paid vacation, sick leave, ten Federal holidays, life insurance, and medical benefits. Please visit www.opm.gov for more information on benefits.

Other Information

- Travel expenses related to the hiring process will not be paid
- Relocation expenses will not be paid

Selective Service. If you are a male applicant born after December 31, 1959, you must certify at the time of appointment that you have registered with the Selective Service System, or are exempt from having to do so under Selective Service law.

Reasonable Accommodation. USCIRF provides reasonable accommodations to applicants with disabilities. If you need a reasonable accommodation for any part of the application and hiring process, please contact USCIRF at (202) 523-3240. Determinations on requests for reasonable accommodation will be made on a case-by-case basis.

Equal Employment Opportunity. The United States Government does not discriminate in employment on the basis of race, color, religion, sex (including pregnancy and gender identity), national origin, political affiliation, sexual orientation, marital status, disability, genetic information, age, membership in an employee organization, parental status, military service, or other non-merit factor.